



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

**Idaho Assessment Systems Statewide
Assessment Training**

Test Information Distribution Engine (TIDE)

February 9-15, 2017

Objectives

Preparing for Testing

- Activating your new TIDE account and logging in to TIDE
- Navigating the TIDE interface
- Understanding account permissions
- Managing user accounts
- Managing student information and test settings

Administering Tests

- Managing test improprieties
- Monitoring test progress

After Testing

- Managing non-participation codes



<http://idaho.portal.airast.org>

ISAT Portal

Home Get Started ▾ Resources ▾ FAQs Supported Browsers Register for email alerts | Manage Account

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ELA/Literacy & Math Assessments

Science & End of Course Assessments

Alternate Assessment ELA & Math

Technology Information

Students & Families

Recent Announcements

- The Online Reporting System (ORS) is now live! Users will be able to access this system via the ELA/Literacy & Math Assessments, Science & End of Course Assessments, and Alternate Assessments cards found on the home page. As a reminder, Participation Reports will not be available through ORS during the 2016-17 administration. These will now be available through TIDE. ORS will continue to offer Score Reports and Retrieve Student Results data.
Added August 16, 2016
- The Test Delivery System (TDS) is now available on the portal. The TDS includes ICAs and IABs) Test Administration, and the Test Administration Application (AVA), and the Test Administration System (TAS) cards can be accessed via the Test Administration icon found on the home page, under Students & Families and ELA/Literacy & Math Assessments.
A new announcement will be posted when the updated 2016-17 Test Delivery System Test Administrator (TA) user guide is available. In the meantime, there is a Test Administration Quick Guide available in the ELA/Literacy & Math Assessments Resources section under the sub-folder AIR Online Systems - User Guides.
Please be aware there will be no Test Administration icons for Science & End of Course and Alternate Assessments until these tests go live. Please refer to the Important Dates section for specific go-live dates.
Added August 18, 2016
- The 2016-17 TA Certification Course is now available on the portal. The TA Certification can be accessed via the icon found under the ELA/Literacy & Math Assessments, Science & End of Course Assessments, or Alternate Assessment ELA & Math pages.
Added August 16, 2016

Welcome!

This site demonstrates the features that are available on the portals created by AIR to access the assessment systems.

Teacher Scoring Application

Teachers will be able to apply to assist with scoring spring 2017 Summative Assessments later this winter. We will provide more information as soon as the application process becomes available. When applying, teachers who have had experience hand scoring interim assessment items should indicate this on their application.

Important Dates

Contact Us

Idaho Statewide Assessment Group on Edmodo

System Status

Secure Browsers

ELA/Literacy & Math Assessment Resources

TIDE

Test Administration

Online Reporting System

Assessment Viewing Application

TA Certification Course

Digital Library by Smarter Balanced

Teacher Hand Scoring System

AIR Ways Reporting

Test Administration Manual

Data Entry interface

Classroom Activities: Interim & Practice Tests

Practice & Training Test Administration



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ISAT Portal

[Home](#) | [Get Started ▾](#) | **[Resources ▾](#)** | [FAQs](#) | [Supported Browsers](#) | [Welcome, Diana](#) | [Edit Settings](#) | [Logout](#)

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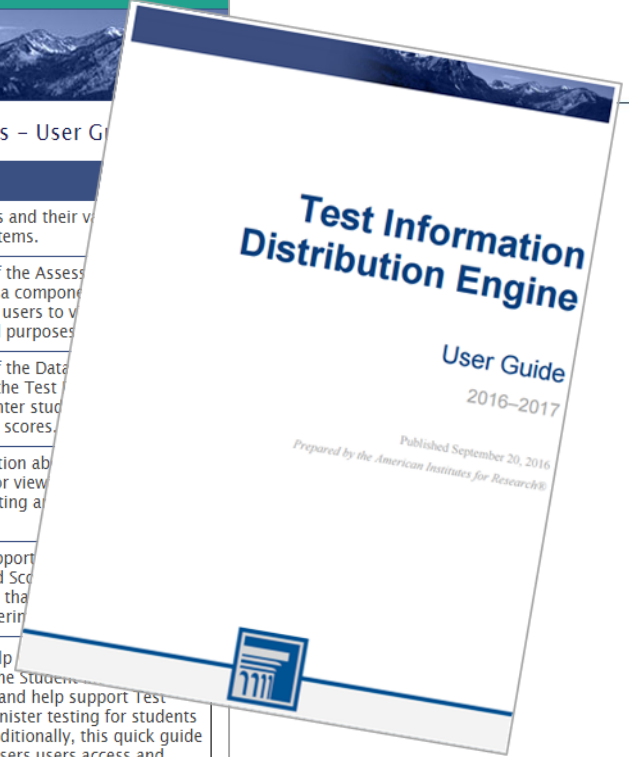
Search Resources

Advanced Search

- ELA/Literacy & Math Assessments
 - AIR Online Systems
 - Training Modules
 - User Guides
 - Summative Assessments
 - Accessibility & Accommodations
 - Interim Assessments
 - Reporting
 - Digital Library
 - Practice & Training Tests
 - Communication Toolkit
 - District & School Implementation Guidance
 - Science/EOC Assessments
 - Alternate Assessments ELA & Math
 - Students and Families
 - Technology Information


ELA/Literacy & Math Assessments – AIR Online Systems – User Guides


Resource	Description
AIR System's User Roles Chart [PDF] Updated September 14, 2016	This document outlines user roles and their various features for all the AIR online systems.
Assessment Viewing Application (AVA) [PDF] Updated August 18, 2016	This user guide supports users of the Assessment Viewing Application (AVA). It functions as a component of the Delivery System (TDS) that allows users to view test results for administrative or instructional purposes.
Data Entry Interface User Guide (Coming Soon)	This user guide supports users of the Data Entry Interface (DEI). The DEI is a component of the Test Information Distribution Engine (TIDE) that allows authorized users to enter student data, such as item responses and scores.
Online Reporting System (ORS) User Guide [PDF] Updated June 3, 2016	This user guide provides information about the ORS system features, including instructions for viewing test management resources, creating alerts, and searching for students.
Teacher Hand Scoring System (THSS) User Guide [PDF] Updated August 18, 2016	The user guide is designed to support Teachers using the Teacher Hand Scoring System (THSS) to manage and score test responses that are scored by the optional Idaho Interim Assessment System (IAS).
Test Administrator User Guide (Coming Soon)	This user guide is designed to help Test Administrators using the Delivery System (TDS) including the Student Information System (SIS), the Test Administrator Interface, and help support Test Administrators manage and administer testing for students participating in the ISAT tests. Additionally, this quick guide will provide information to help users access and navigate the Practice and Training tests available in TDS.
Test Administrator Quick Guide [PDF] Updated August 16, 2016	
Practice and Training Test Quick Guide [PDF] Updated August 16, 2016	
Test Information Distribution Engine (TIDE) User Guide [PDF] Updated September 19, 2016	This user guide is designed to help users easily navigate the Test Information Distribution Engine (TIDE) system.
TIDE Quick Guide [PDF] Updated September 1, 2016	This document is a Quick Guide to assist with uploading users and students in the Test Information Distribution Engine (TIDE) system.



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Activating a TIDE Account

 pmartin@email.com

 ●●●●●●●●

[Forgot Your Password?](#)

Secure Login

Reset Your Password


Password 

Confirm password 

Submit

[Return to Login Page](#)

Security question

What is the name of your favourite restaurant? 

Security answer

Ronald's Burgers and Fries

[Delete](#)

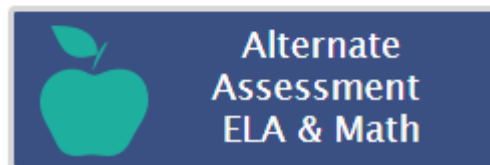
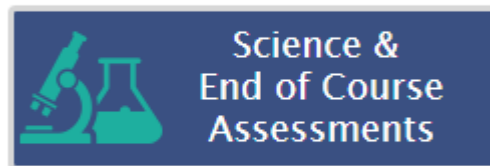
[+ Add a question](#)





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Logging in to TIDE







[Forgot Your Password?](#)



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TIDE Home Page

The screenshot displays the TIDE Home Page, which is organized into three main vertical panels. The top navigation bar is dark blue and contains the IDAHO State Department of Education logo on the left, and links for General Resources, Help, Manage Account, and Log out on the right. The user's role is identified as DA. The first panel, 'Preparing for Testing', is orange and features a large icon of a person with a gear. A red arrow points to the 'Users' menu item, which is highlighted with a red border. Below it are 'Test Settings and Tools', 'Students', and 'Rosters'. The second panel, 'Administering Tests', is light green and features a large icon of a person at a computer. It contains 'Print Testing Tickets', 'Test Improperities', and 'Test Progress Management'. The third panel, 'After Testing', is light blue and features a large icon of a document with a seal. It contains 'Data Cleanup'. A search bar labeled 'Find Student by ID' is located in the top right of the 'After Testing' panel.

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Administration: ID 2016-2017 | Role: DA

General Resources ▼ ? Help Manage Account ▼ Log out

Find Student by ID

Preparing for Testing

- Users
- Test Settings and Tools
- Students
- Rosters

Administering Tests

- Print Testing Tickets
- Test Improperities
- Test Progress Management

After Testing

- Data Cleanup



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User and Student Management

- TIDE organizes Institutions, Users, and Students
 - Institutions via state file
- Users added by users higher in the hierarchy
 - Can be viewed and edited in TIDE
- Students added multiple ways:
 - Manual add
 - Mass upload
- Student settings and eligibility added multiple ways:
 - Manual add
 - Mass upload

TIDE User Roles

- TIDE is a role-based system

ELA/Literacy & Math Assessments – AIR Online Systems – User Guides


Resource	Description
AIR System's User Roles Chart [PDF] Updated September 14, 2016	This document outlines user roles and their various access features for all the AIR online systems.



2016-2017 User Roles and Access to Idaho Assessment Systems

This table provides a brief overview of AIR's systems and which users can access each system and the features/tasks within each system. For TIDE, features are referred to by their corresponding tab. The corresponding user guide for each system contains complete information about each system's features.

- Note:** *DA, DC, and SC users can only view, add, or modify the users in their district and/or school who have a lower role level. For example, DAs cannot add or modify other DA users, and SCs cannot add or modify other SCs or any district-level

	District Administrator (DA)	District Test Coordinator (DC)	School Test Coordinator (SC)	Teacher (TE)	Test Administrator (TA)	Alternate Assessment Test Administrator (Alt TA)
 Test Information Distribution Engine (TIDE)						
Administration Tasks						
My Account	■	■	■	■	■	■
Manage Students						
Add Students	■	■				
Upload Students via a file upload	■	■				
Upload Student Settings (Accommodations)	■	■	■			
View/Edit/Export Students	■	■	■	■	■	■
Delete Students	■	■				
Manage Users						
Add Users	■	■	■			
Upload Users	■	■	■			
View/Edit Users	■	■	■			
Delete Users	■	■	■			
Manage Rosters						
Manage Rosters	■	■	■	■		
Upload Rosters	■	■	■	■		
General Resources						
Download Voice Pack	■	■	■	■	■	■
Test Improperities						
Create Test Improperity Requests	■	■	■			
Invalidate a Test	■	■	■			
Reset a Test	■	■	■			

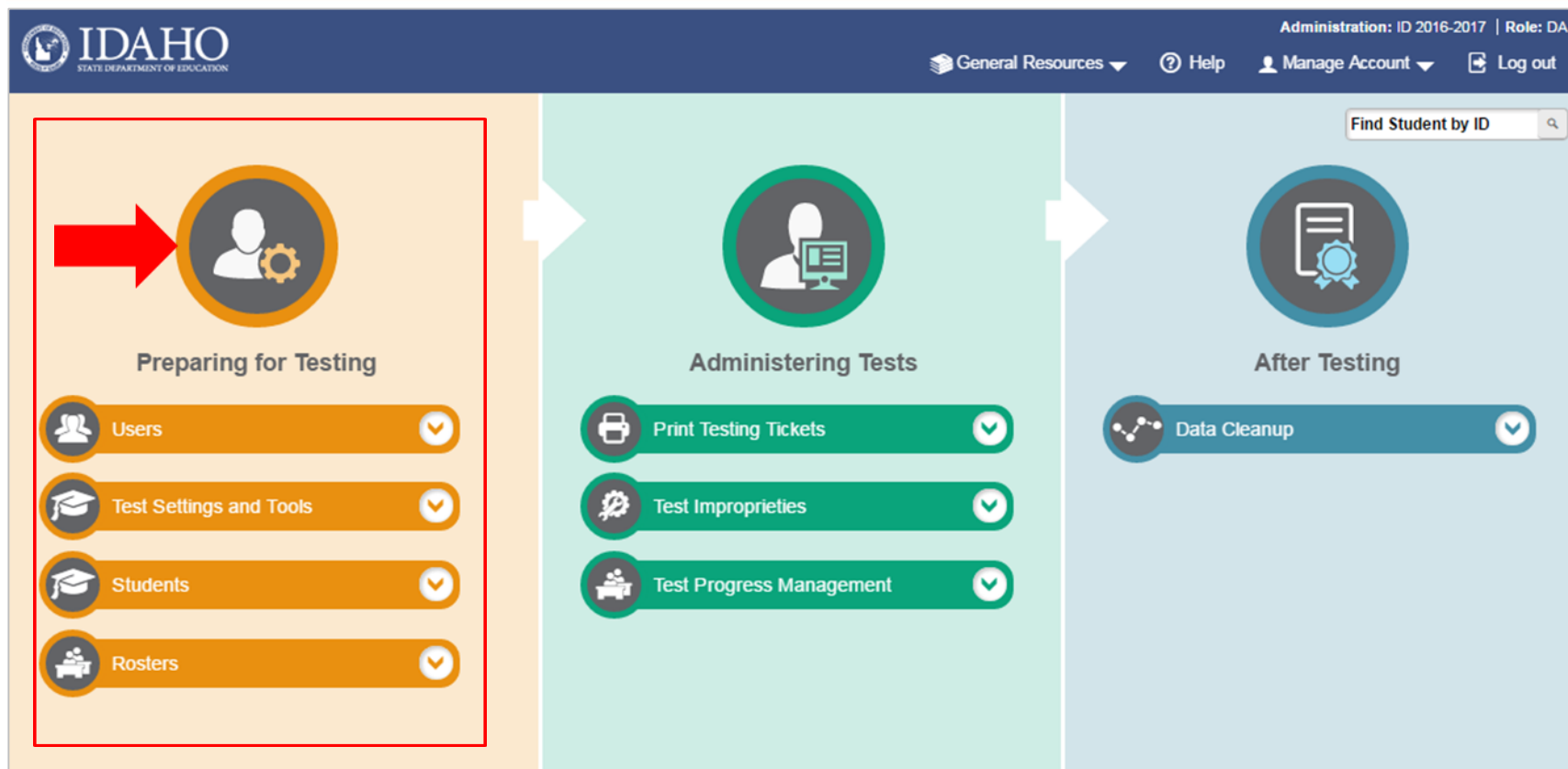


Roles and Permissions

Task	DA	DC	SC	TE	TA	Alt TA
Adding and Moving Students	✓	✓				
Viewing and Editing Students	✓	✓	✓	View Only	View Only	View Only
Adding User Accounts	✓	✓	✓			
Viewing and Editing User Details	✓	✓	✓			
Creating Test Impropriety Requests	✓	✓	✓			
Working with Rosters of Students	✓	✓	✓	✓		
Generate Plan and Manage Testing Reports	✓	✓	✓	✓	✓	✓

For a detailed list of user roles and associated permissions, see the 2016-2017 User Roles and Access to Idaho Assessment Systems.

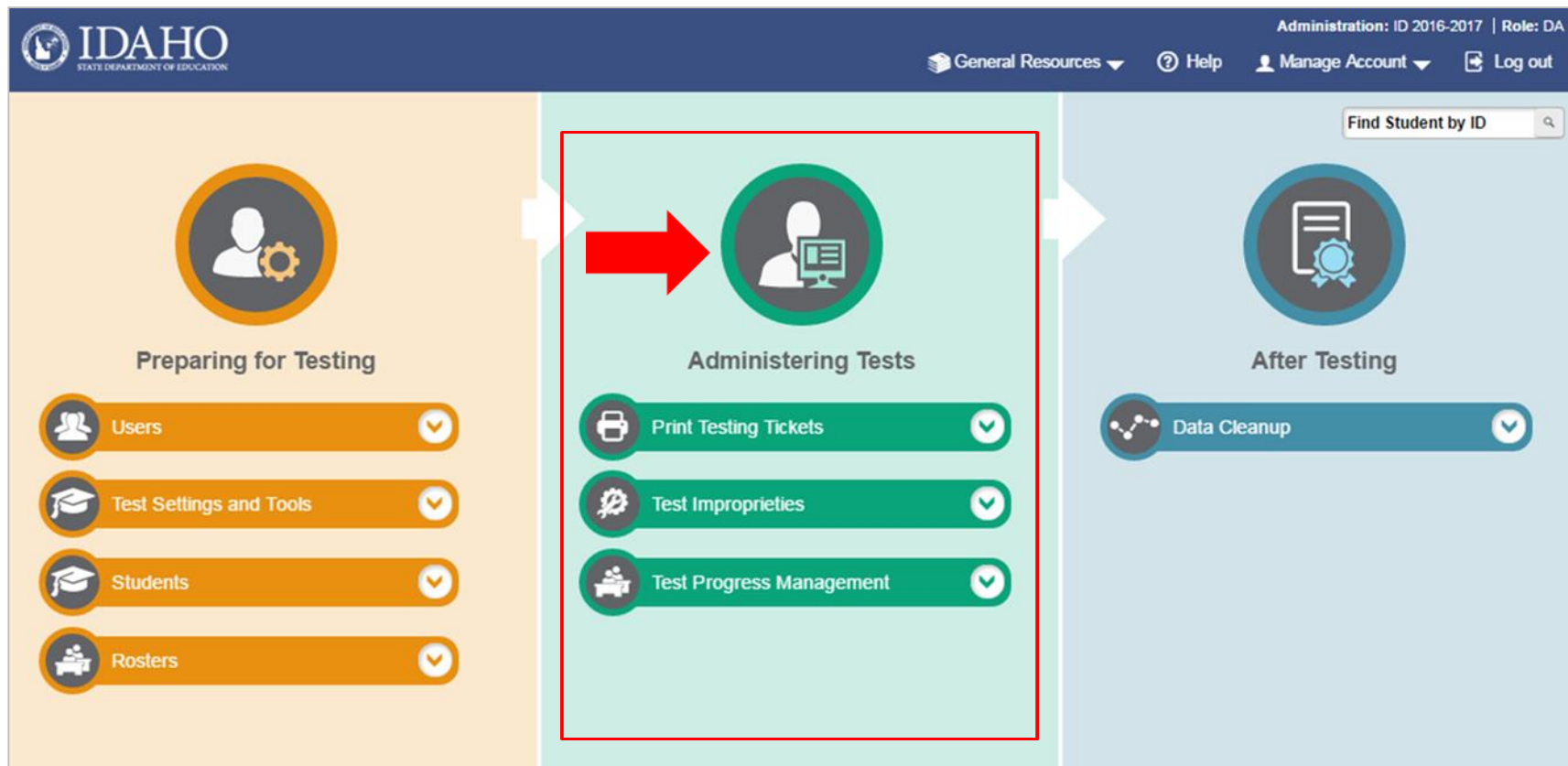
TIDE Tasks Overview



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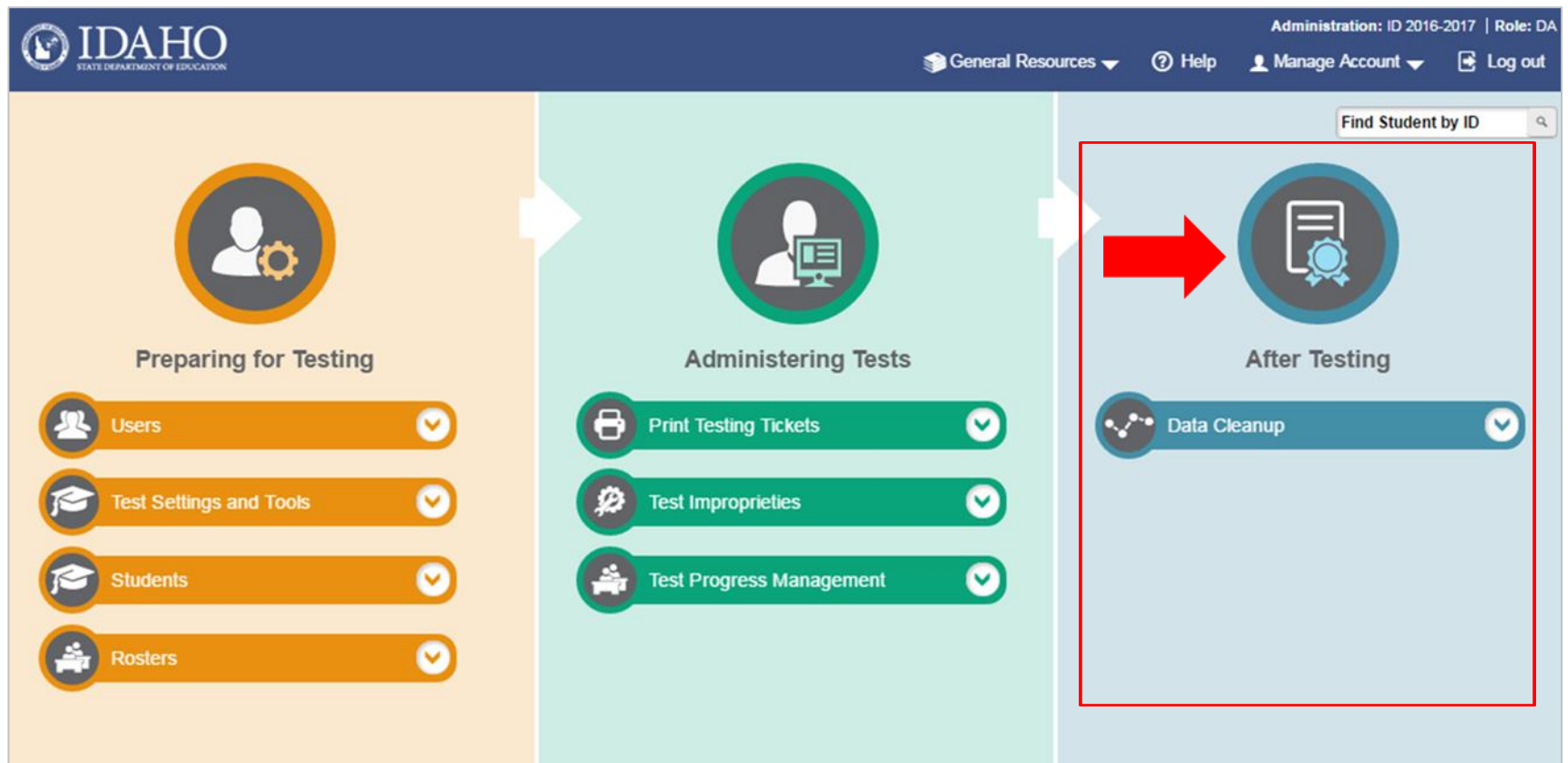
TIDE Tasks Overview



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Overview of TIDE Tasks



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TIDE Banner



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Online TIDE User Guide



[General Resources](#) [Help](#) [Administration: IF](#) [Management](#)

[Preparing for Testing](#) [Administering Tests](#) [After Testing](#)

[Users](#) [Students](#) [Test Settings and Tools](#) [Rosters](#)

[Find](#) [by ID](#)

Add Students

Use this page to add students to assessment systems. [more info](#)

[Save](#) [Cancel](#)

Go to section:

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

Student Demographics

*District: [-- Select --](#)

*School: [-- Select --](#)

*EDUID:

Student's Last Name:

Student's First Name:

Middle Name:

*Gender: ☐ Male ☐ Female

IDEA Indicator

LEP Stat

Section 5

Economic Disadvantage Stat


Language Co

*English Language Proficient

Lev

Adding Students

This section explains how to add a new student record to TIDE.

**Note:** When you add a student to a district and school, you must be associated with those entities. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.


To add a student:

- From the **Students** task menu on the dashboard, select **Add Students**. The **Add Students** form appears. For more information about using record forms, see the section [Navigating Record Forms](#).
- Fill out the form as required. Use [Table 4](#) as a reference.
- Click **Save**.
 - If TIDE reports that another student already has the EDUID, you must assign the student a temporary EDUID.

[Table 4](#) describes the fields in the Add Students and View/Edit/Export Students pages.

Table 4: Fields in the Add Students and View/Edit/Export Students pages.

Field	Description
District ID a	District responsible for specific educational services and/or instruction of the student.
School ID a	School responsible for specific educational services and/or instruction of the student.
Student Demographics	
EDUID a	Student's statewide unique identifier.
Student's Last Name	Student's last name.


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Navigation Toolbars

The screenshot shows the 'Add Roster' page. A red box highlights the top navigation bar, which includes icons for home, user, and testing stages, a search bar for 'Find Student by ID', and a menu with options: Users, Students, Test Settings and Tools, Rosters, Paper Ordering, and Test Windows. Below this, the 'Add Roster' section contains instructions and a 'more info' link. A red arrow points to the 'Go to section' sidebar on the left, which has numbered links 1 and 2. The main content area has a 'Search for Students to Add to the Roster' section with dropdowns for District (Waterhaven District), School (Reflection Academy), Grade (None selected), and Students Added to School Since (01 day). There are 'Save' and 'Cancel' buttons. Below that is the 'Test Settings and Tools Filters' section with a 'Zoom' dropdown, radio buttons for Level 1 and Level 2, checkboxes for 'Strikethrough: Yes' and 'Highlighter: No', and 'Remove All' and 'Remove Selected' buttons. An 'Add' button is at the bottom.

Go to section:

- 1
- 2

Navigation Bar:

- Home
- Preparing for Testing
- Administering Tests
- After Testing
- Find Student by ID
- Users
- Students
- Test Settings and Tools
- Rosters
- Paper Ordering
- Test Windows

Add Roster

Use this page to add rosters. [more info](#)

- Under *Search for Students to Add to the Roster*, select search criteria to retrieve students you want to add to the roster. Click **Search Students to Add to the Roster**.
- Under *Add Students to the Roster*, enter a roster name, and select a teacher.
- Under *Available Students* and *Students to Be Added to Roster*, mark checkboxes for students you want to add to or remove from the roster.
- Click **Add Selected** or **Remove Selected**. (You can also use **Add All** or **Remove All** to add or remove all the students.)

Search for Students to Add to the Roster

*District: Waterhaven District Grade: None selected

*School: Reflection Academy Students Added to School Since: 01 day

Test Settings and Tools Filters

Test Settings and Tools: Zoom

Zoom: ☐ Level 1 ☐ Level 2

Criteria Chosen:

☐ Strikethrough: Yes ☐ Highlighter: No

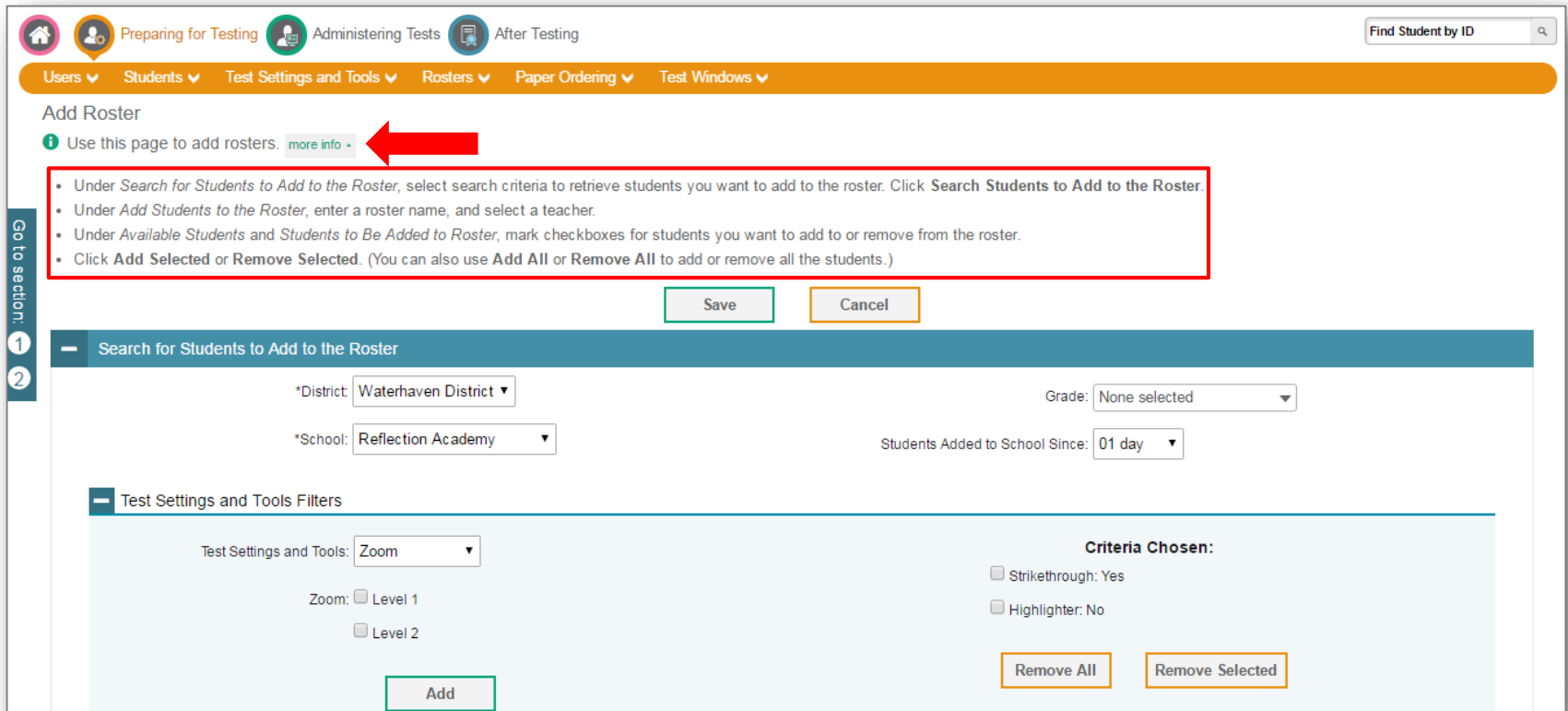
Buttons: Save, Cancel, Add, Remove All, Remove Selected



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Help Text



Add Roster

Use this page to add rosters. [more info](#)

- Under *Search for Students to Add to the Roster*, select search criteria to retrieve students you want to add to the roster. Click **Search Students to Add to the Roster**.
- Under *Add Students to the Roster*, enter a roster name, and select a teacher.
- Under *Available Students* and *Students to Be Added to Roster*, mark checkboxes for students you want to add to or remove from the roster.
- Click **Add Selected** or **Remove Selected**. (You can also use **Add All** or **Remove All** to add or remove all the students.)

Search for Students to Add to the Roster

*District: Waterhaven District ▼ Grade: None selected ▼

*School: Reflection Academy ▼ Students Added to School Since: 01 day ▼

Test Settings and Tools Filters

Test Settings and Tools: Zoom ▼

Zoom: ☐ Level 1 ☐ Level 2

Criteria Chosen:

☐ Strikethrough: Yes ☐ Highlighter: No

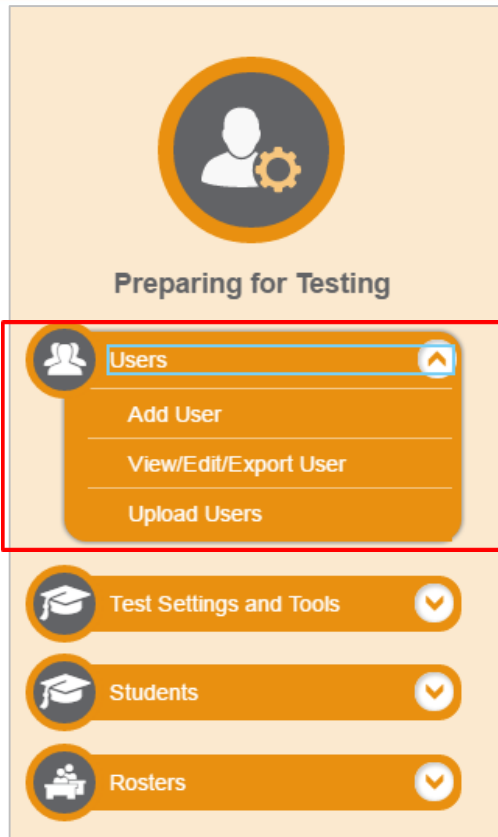
Add **Remove All** **Remove Selected**



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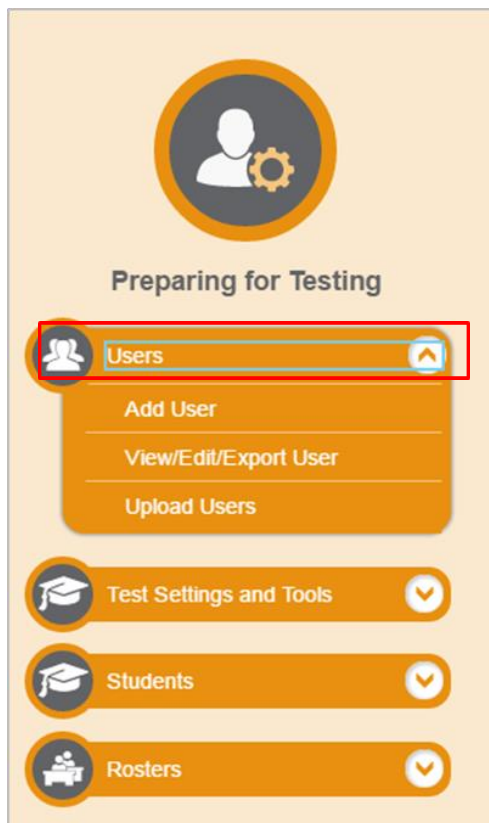
Users



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Add User




Preparing for Testing

- Users** (highlighted with a red box)
- Add User
- View/Edit/Export User
- Upload Users

- Test Settings and Tools
- Students
- Rosters

Add User

 Use this page to add users to assessment systems. [more info](#)

Demographics

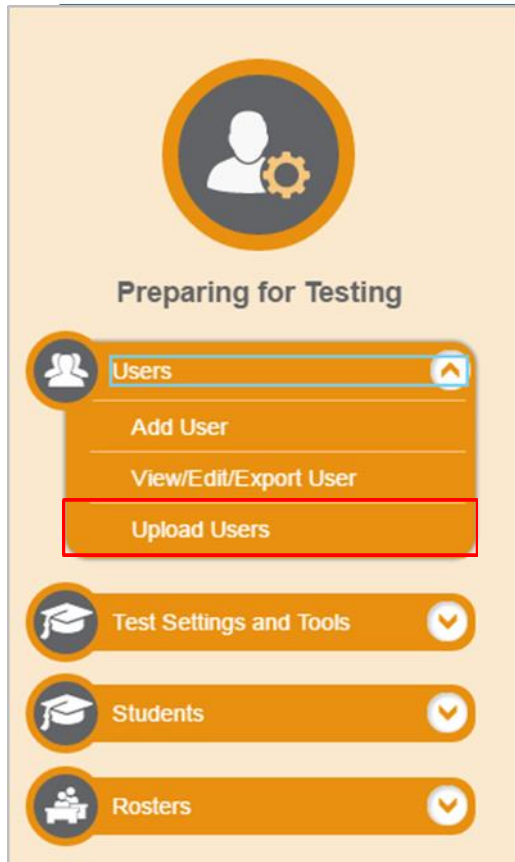
*Role:	<input type="text" value="- Select -"/>	*Email Address:	<input type="text"/>
*District:	<input type="text" value="Waterhaven District"/>	*First Name:	<input type="text"/>
*School:	<input type="text" value="- Select -"/>	*Last Name:	<input type="text"/>
		Phone:	<input type="text"/>



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Upload Users



Preparing for Testing

- Users
 - Add User
 - View/Edit/Export User
 - Upload Users
- Test Settings and Tools
- Students
- Rosters

Upload User

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Templates](#)

Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

Step 1: Upload File

Choose File [Browse](#)

Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
UserTemplate.xlsx	12/05/2015 10:40 AM	Processed	Download (75)	N/A	Download
UserNames.xlsx	12/07/2015 1:30 PM	Started	N/A	N/A	Download


[Next](#)





SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Upload Users





Preparing for Testing



 Users 



Add User

View/Edit/Export User

Upload Users

 Test Settings and Tools 

 Students 

 Rosters 

Upload User

1. Upload

2. Preview

3. Validate


4. Confirmation


[Download Validation Report](#)







Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend:

 Error: The file can be uploaded, but this row will not be included.

 Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	First Name	Last Name	Email Address	Phone Number	Role	Action
1	12345	i234gg234	Adams	John	AdamsJ@air.org	(123)234-4567	TA	 Empty
3	52138	e789rg334	Washington	George	 Washington.G@air.org	(222)333-4444	ST	Delete
8	30459	 e2df33235	Jefferson	Thomas	JeffersonT@air.org	(123)456-0987	ST	Delete
9	30459	e2df33235	 Quincy.	John	QuincyJ@air.org		ST	Add
11	20212	i904rr231	Robards	Rachel	RobardsR@air.org		STC	 Empty
14	20212	 i904rr231	Gardiner	Julia	GardinerJ@air.org		TA	Delete

Continue with Upload

Upload Revised File

Cancel



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Upload Users



	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastorSurname	ElectronicMailAddress	TelephoneNumber	Role	Action
2	001	0002	Demo	User	duser@school.org	1234567891	TE	DELETE
3	001	0002	Demo	User	duser@school.org	1234567891	SC	ADD



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Uploading Files

Troubleshooting Tips





- Ensure all leading zeros are maintained in the files. Note: If the original document is a CSV file, opening the document in Excel will cause the leading zeros to be wiped out. To retain them, continue to open the file using CSV format.
- Ensure the dates are formatted properly using MMDDYYYY and there are no spaces or dashed included
- Ensure all values contain only acceptable values for the field you are trying to enter. For additional reference, select the Show Guidelines drop-down on the Upload pages in TIDE.
- If further issue persists when trying to upload a user file into TIDE, please contact the ISAT Help Desk via telephone (1-844-560-7365) or via email (IDHelpDesk@air.org).



View/Edit/Export User




Preparing for Testing

- Users 
- Add User
- View/Edit/Export User**
- Upload Users
- Test Settings and Tools 
- Students 
- Rosters 

Users ▾ Students ▾ Test Settings and Tools ▾ Rosters ▾

View/Edit/Export User

 Use this page to view, edit, or export users. [more info ▾](#)

Search users


*Role:	District Coordinator (DC) ▾	First Name:	<input type="text"/>
*State:	Idaho - 000000 ▾	Last Name:	<input type="text"/>
*District:	Demo district 9999 - 9999 ▾	Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>	Completed TA Cert Course:	<input type="radio"/> Yes <input type="radio"/> No





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View/Edit/Export User





Preparing for Testing


 **Users** 
Add User
View/Edit/Export User
Upload Users


 **Test Settings and Tools** 


 **Students** 



 **Rosters** 

View/Edit/Export User


 Use this page to view, edit, or export users. [more info](#)




- Select and type search criteria, then click **Search**.
- Mark checkboxes for the users you want to export or delete (as available), then click the appropriate button.
- Click  to modify a user.

 Search users

Number of users found: 525

Enter search terms to filter search results 

<input type="checkbox"/>	Edit	Role	District	Email Address	First Name	Last Name	Phone Number	Completed TA Cert Course
<input type="checkbox"/>		DA	9999-Demo district 9999	WAdemoDA@air.org	DA	Test		Y
<input type="checkbox"/>		DA	9999-Demo district 9999	ID-DA5@demo.user	DA5	DemoUser		Y
<input type="checkbox"/>		DA	9999-Demo district 9999	ID-DA5@uat.user	DA5	UATUser		N



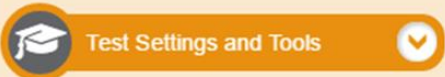
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Add Student



Preparing for Testing



View/Edit/Export Student

Upload Students



Student Demographics

*District: Demo district 9999 - 9999 ▼

*School: -- Select -- ▼

*EDUID:

Student's Last Name:

Student's First Name:

Middle Name:

*Gender: ☐ Male ☐ Female

Birth Date (MMDDYYYY):

*Confirmation Code:

*Grade: -- Select a value -- ▼

IDEA Indicator: ☐ Yes ☐ No

LEP Status: ☐ Yes ☐ No

Section 504: -- Select a value -- ▼

Economic Disadvantage Status: ☐ Yes ☐ No

Language Code:

*English Language Proficiency Level: -- Select a value -- ▼

Migrant Status: ☐ Yes ☐ No

First Entry Date into a US School
(MMDDYYYY):

Limited English Proficiency Entry Date
(MMDDYYYY):

Limited English Proficiency Exit Date
(MMDDYYYY):

Title III Language Instruction Program
Type: -- Select a value -- ▼

Primary Disability Type: -- Select a value -- ▼

Interim Eligibility

Interim Testing Grade

Mathematics: None selected ▼

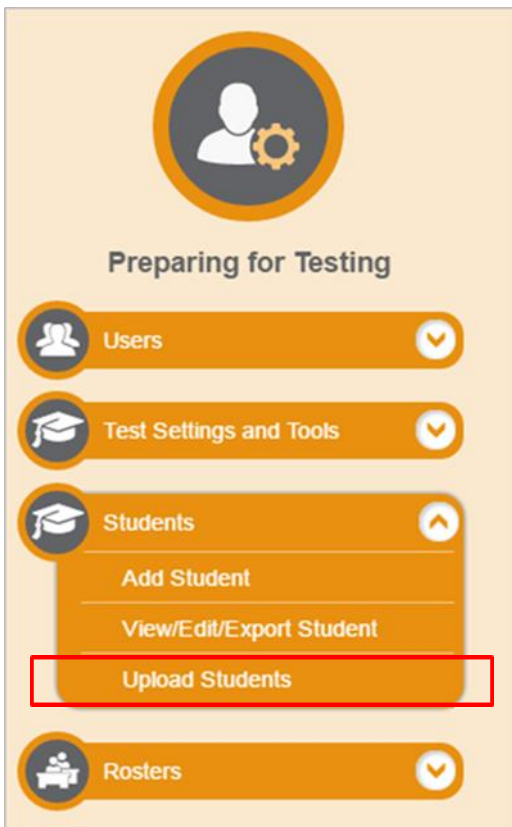
English Language Arts: None selected ▼



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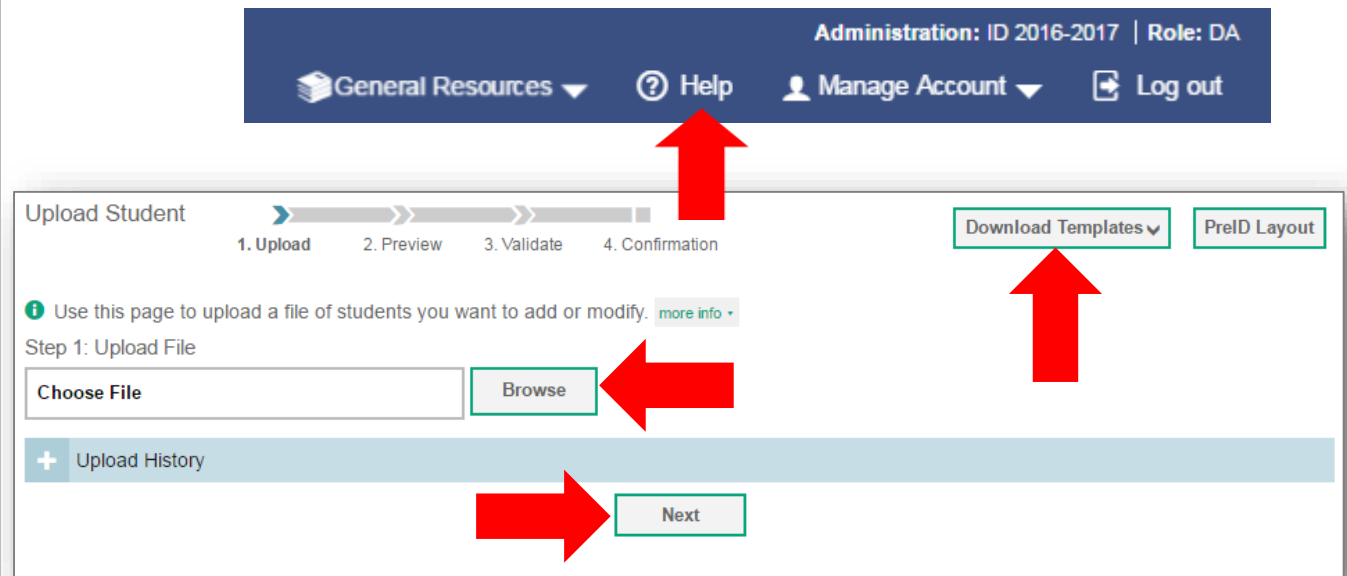
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Upload Students



Preparing for Testing

- Users
- Test Settings and Tools
- Students
 - Add Student
 - View/Edit/Export Student
 - Upload Students**
- Rosters



Administration: ID 2016-2017 | Role: DA

General Resources ▾ ? Help Manage Account ▾ Log out

Upload Student

1. Upload 2. Preview 3. Validate 4. Confirmation

Use this page to upload a file of students you want to add or modify. [more info](#)

Step 1: Upload File

Choose File Browse

+ Upload History

Next

Download Templates ▾ PreID Layout

Red arrows indicate the flow: from the 'Help' link in the top navigation bar to the 'Browse' button, then to the 'Next' button, and finally to the 'Download Templates' button.



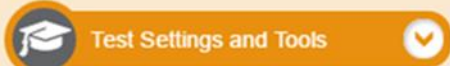
SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Upload Students



Preparing for Testing



Add Student

View/Edit/Export Student

Upload Students



Upload Student

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend: Error: The file can be uploaded, but this row will not be included. Warning: This field is invalid, but the row will be uploaded.

Row Number	Grade	Last Name	First Name	SSID	Birth Date	Gender	Section 504	English Language Learner	IDEA Indicator
1	3	Adams	John	9870022560	06/17/2005	Male	M	One Year or More	Yes
2	3	Smith	Abigail	1774721764	11/11/2006	Female	Yes	One Year or More	T
3	3	Washington/	George	9990005566	11/06/2006	Male	Yes	No	No
5	3	Madison	James	1030304764	03/16/2006	N	No	One Year or More	Yes
6	3	Todd	Dolley	9071849566	05/20/2006	Female	U	One Year or More	Yes
8	3	Jefferson	Thomas	1434713782	04/13/2006	Male	No	No	M
9	3	Quincy	John	1825015418	07/11/2006	Male	Yes	One Year or More	M

Continue with Upload

Upload Revised File

Cancel



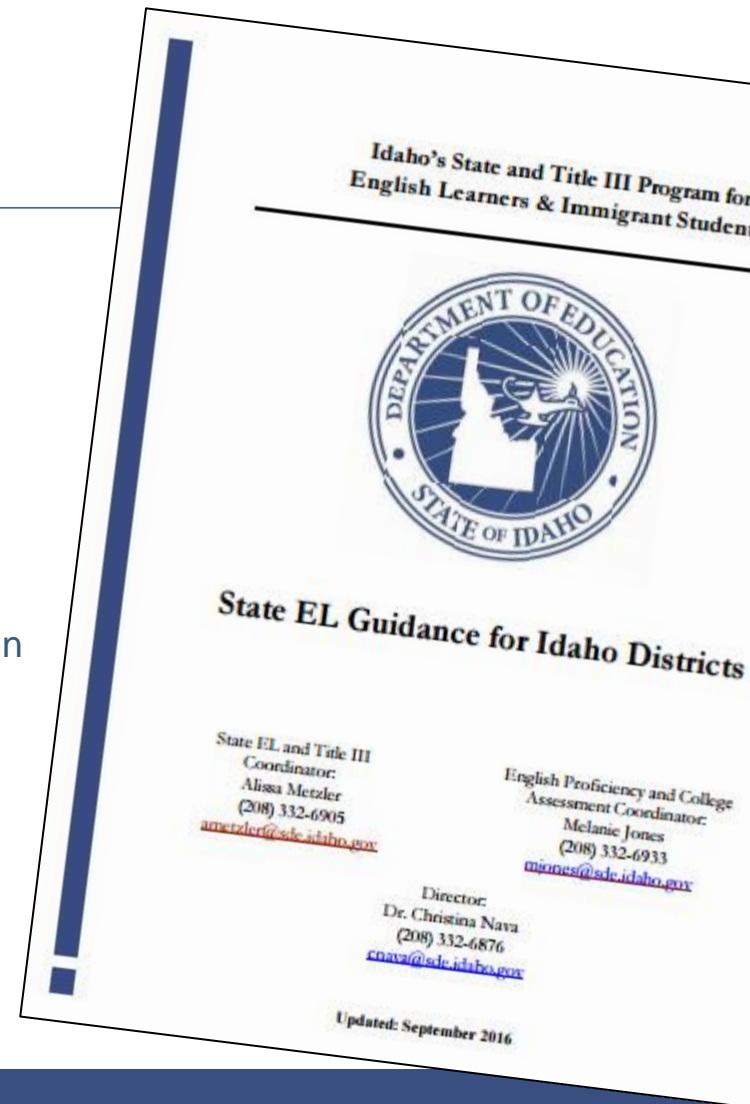
SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Upload/Add Students

Troubleshooting Tips

- *English Language Proficiency Level* has been updated in TIDE. This field has been renamed *LEP Category* which accepts the codes listed below. *LEP Category* is a required field and *LEP Status* remains as a **Yes/No** field.
- Further Details about these codes can be found in the EL Guidelines found on SDE's website
 - **L1:** Receiving LEP Services and new to a US school in the last 12 months
 - **LE:** Continuing LEP Services
 - **EW:** English Learner; services waived or refused
 - **X1:** Exited – 1st Year
 - **X2:** Exited – 2nd Year
 - **FL:** Was formerly receiving LEP services, no longer monitored
 - **NO:** Does not / has not received LEP Services
 - **SO:** Screened Out



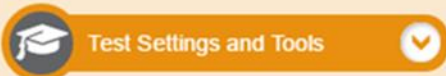
SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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View/Edit/Export Student



Preparing for Testing



Add Student

View/Edit/Export Student

Upload Students



View/Edit/Export Student

Use this page to view, edit, or export students. [more info](#)

Search Students

*District: Demo district 9999 - 9999

*School: All Schools

EDUID:

Student's Last Name:

Student's First Name:

Grade: -- Select a value --

Advanced Search

Search Fields: Birth Date (MMDDYYYY)

Birth Date (MMDDYYYY):

Add

Additional Criteria Chosen:

☐ Gender: Male

☐ Color Contrast:

ELA: Black on White

ELA-PT: Black on White

Mathematics: Black on White

Remove All

Remove Selected

Search



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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View/Edit/Export Student

The screenshot shows the 'View/Edit/Export Students' page. A red arrow points to the '+ Search Students' button. Another red arrow points to the 'Edit' icon (pencil) in the first row of the student table. A red box highlights the action icons: Print, Export, and Delete.

Preparing for Testing | Administering Tests | After Testing

Find Student by ID

Users ▾ | Students ▾ | Test Settings and Tools ▾ | Rosters ▾

View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

+ Search Students

Number of students found: 409

Enter search terms to filter search results





	Edit	School Information		Student Information						
		District ▾	School IRN ▾	EDUID ▾	Student's Last Name ▾	Student's First Name ▾	Middle Name ▾	Gender ▾	Birth Date (MMDDYYYY) ▾	Grade ▾
<input checked="" type="checkbox"/>		9997	9997_999701	0123456789	Check	Health		Female	01012000	03
<input checked="" type="checkbox"/>		9997	9997_999701	050505059	Nobel	Marshall	John	Male	05051990	03
<input type="checkbox"/>		9997	9997_999701	08011986				Male		03




SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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View/Edit/Export Student


 Preparing for Testing  Administering Tests  After Testing





Find Student by ID 

Users ▾ Students ▾ Test Settings and Tools ▾ Rosters ▾



View/Edit/Export Students

 Use this page to view, edit, or export students. [more info ▾](#)

 Search Students

 ▾  ▾  Move to Other School 

Number of students found: 409

<input type="checkbox"/>	Edit	School Information		Student Information						
		District ▾	School IRN ▾	EDUID ▾	Student's Last Name ▾	Student's First Name ▾	Middle Name ▾	Gender ▾	Birth Date (MMDDYYYY) ▾	Grade ▾
<input checked="" type="checkbox"/>		9997	9997_999701	0123456789	Check	Health		Female	01012000	03
<input type="checkbox"/>		9997	9997_999701	050505059	Nobel	Marshall	John	Male	05051990	03



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Processing Large Upload Files

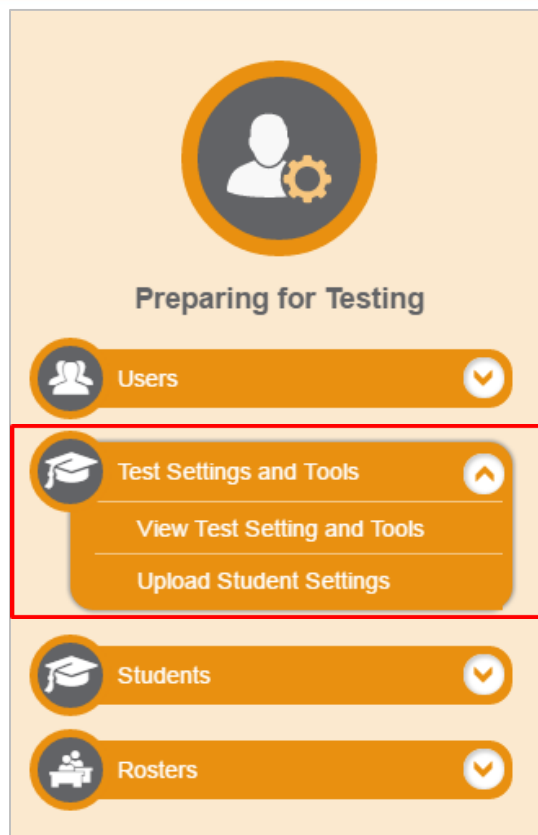
- If your file contains a large number of records (more than 1000 records), TIDE displays the validation results for the first 20% of records, and then completes the processing offline.
- As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE will send you an email when it completes the validation, and a second email after it commits the records to its databases.
- If you commit the file:
 - TIDE validates the remaining records offline, and sends a validation report via email.
 - TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.
 - Please note: if you do not want your file to process overnight make sure you upload less than 1,000 records at a time.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Test Settings and Tools



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

View/Edit/Export Test Settings and Tools



Preparing for Testing



Users



Test Settings and Tools



View Test Setting and Tools

Upload Student Settings



Students



Rosters



View Test Setting and Tools

Search Students

*District: Demo district 9999 - 9999 ▼

Student's Last Name:

*School: All Schools ▼

Student's First Name:

EDUID:

Grade: -- Select a value -- ▼

Advanced Search

Search Fields: Birth Date (MMDDYYYY) ▼

Birth Date (MMDDYYYY):

Add

Additional Criteria Chosen:

☐ Print On Demand:

ELA: Passages and Items

ELA-PT:

Mathematics:

Remove All

Remove Selected

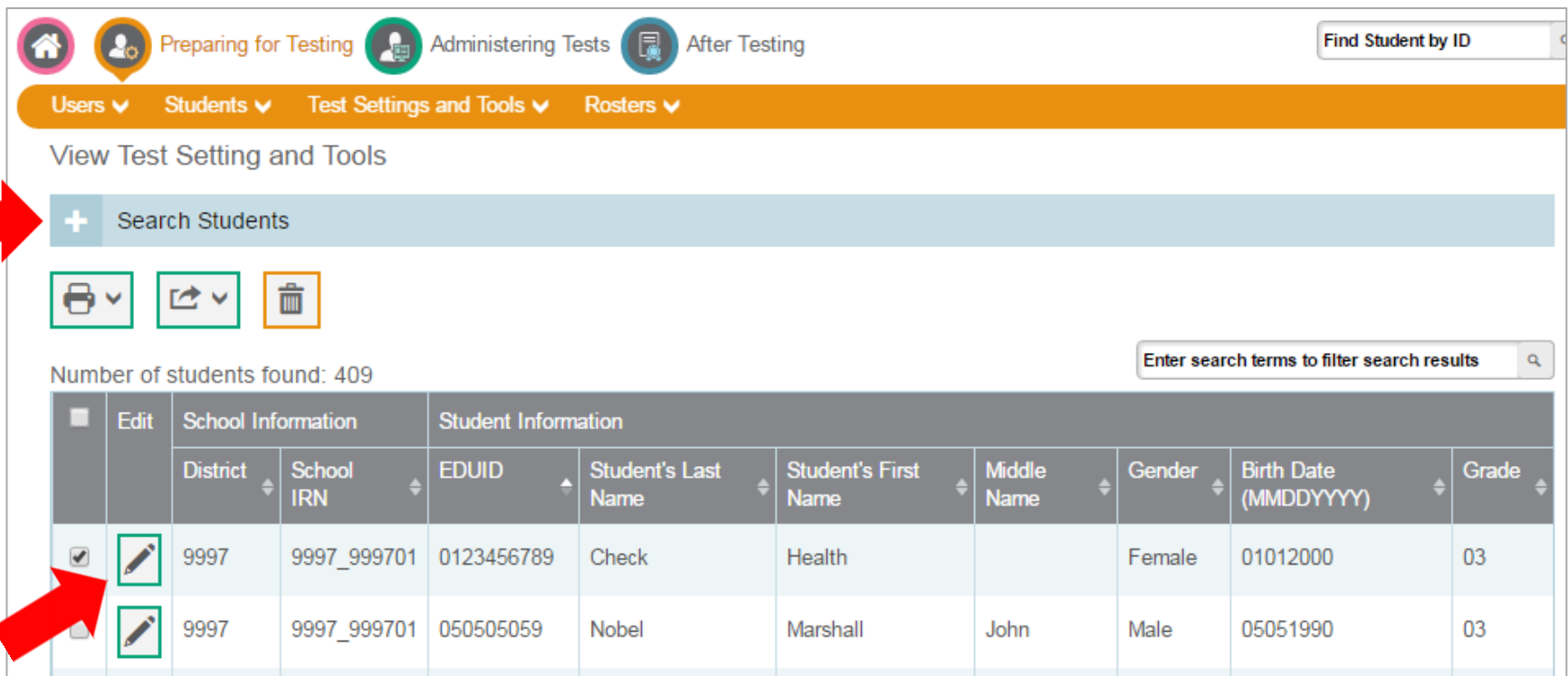
Search



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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View/Edit/Export Test Settings and Tools



Preparing for Testing | Administering Tests | After Testing

Find Student by ID

Users ▾ | Students ▾ | **Test Settings and Tools ▾** | Rosters ▾



View Test Setting and Tools

+ Search Students

Print ▾ | Export ▾ | Delete

Number of students found: 409

Enter search terms to filter search results

	Edit	School Information		Student Information						
		District ▾	School IRN ▾	EDUID ▾	Student's Last Name ▾	Student's First Name ▾	Middle Name ▾	Gender ▾	Birth Date (MMDDYYYY) ▾	Grade ▾
<input checked="" type="checkbox"/>		9997	9997_999701	0123456789	Check	Health		Female	01012000	03
<input type="checkbox"/>		9997	9997_999701	050505059	Nobel	Marshall	John	Male	05051990	03



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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View/Edit/Export Test Settings and Tools




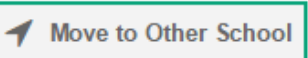
Home Preparing for Testing Administering Tests After Testing

Find Student by ID

Users ▾ Students ▾ Test Settings and Tools ▾ Rosters ▾



View Test Setting and Tools

+ Search Students

Number of students found: 409

Enter search terms to filter search results


	Edit	School Information		Student Information						
		District ▾	School IRN ▾	EDUID ▾	Student's Last Name ▾	Student's First Name ▾	Middle Name ▾	Gender ▾	Birth Date (MMDDYYYY) ▾	Grade ▾
<input checked="" type="checkbox"/>		9997	9997_999701	0123456789	Check	Health		Female	01012000	03
<input type="checkbox"/>		9997	9997_999701	050505059	Nobel	Marshall	John	Male	05051990	03









SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Upload Test Settings and Tools



Preparing for Testing

-  Users
-  Students
-  Test Settings and Tools
 - View/Edit/Export Test Settings and Tools
 - Upload Test Settings and Tools**
-  Rosters
-  Paper Ordering
-  Test Windows

Upload Test Settings and Tools

1. Upload

2. Preview

3. Validate

4. Confirmation

[Download Templates](#)

i Use this page to upload a file of student test settings and tools you want to add or modify. [more info](#)

Step 1: Upload File

Upload History

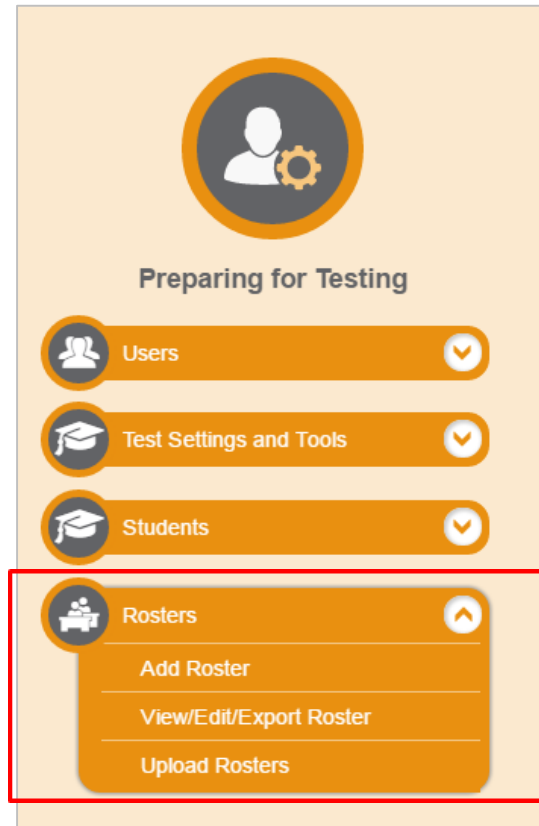
File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
TestSettings1.xlsx	12/05/2015 10:40 AM	Processed	Download (75)	N/A	Download
TestSettings2.xlsx	12/07/2015 1:30 PM	Started	N/A	N/A	Download



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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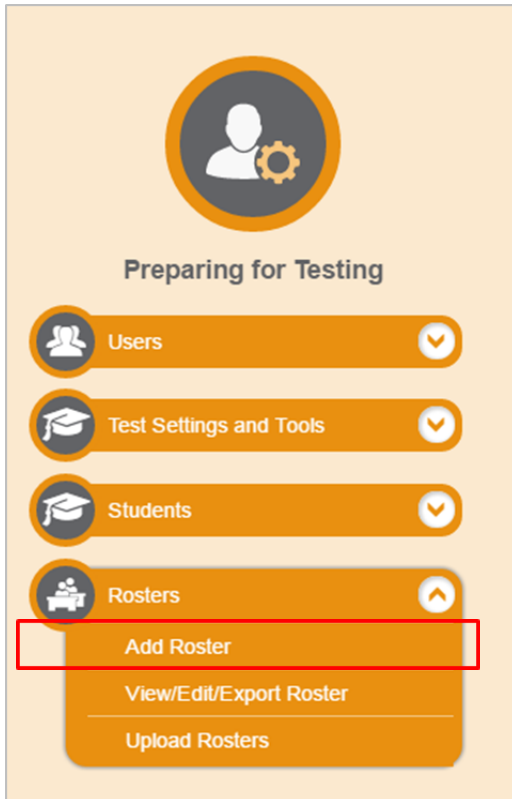
Rosters



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

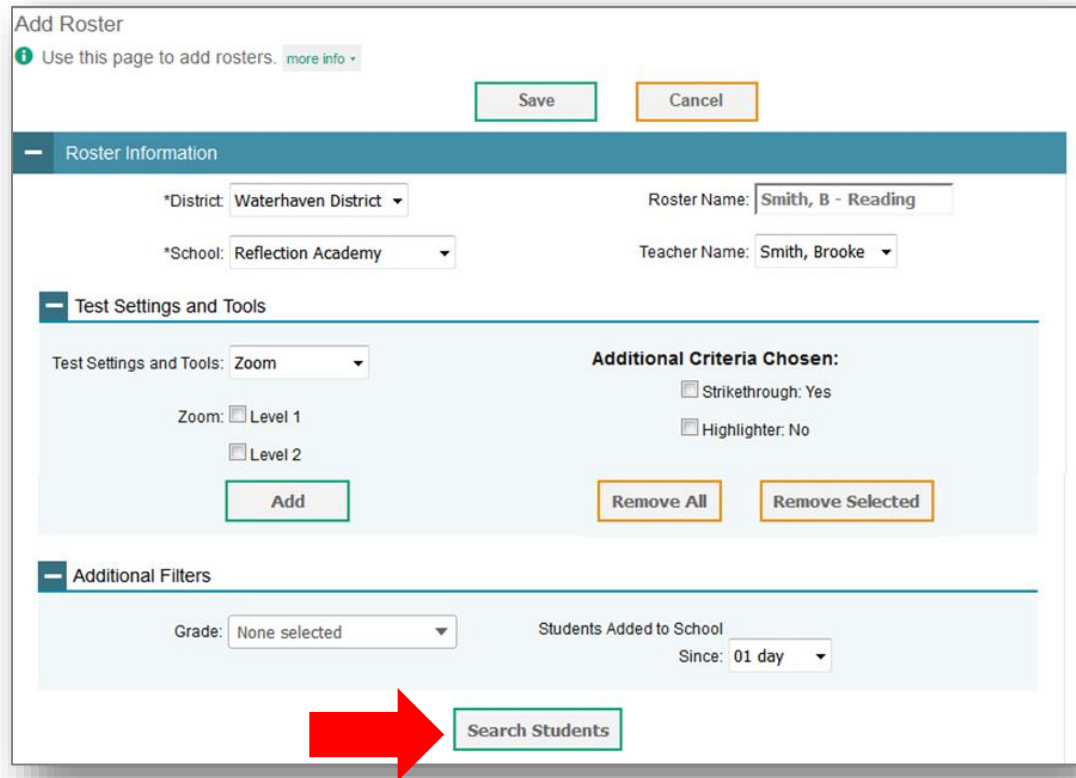
SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Add Roster



Preparing for Testing

- Users
- Test Settings and Tools
- Students
- Rosters
 - Add Roster**
 - View/Edit/Export Roster
 - Upload Rosters



Add Roster

Use this page to add rosters. [more info](#)

Save Cancel

Roster Information

*District: Waterhaven District Roster Name: Smith, B - Reading

*School: Reflection Academy Teacher Name: Smith, Brooke

Test Settings and Tools

Test Settings and Tools: Zoom

Zoom: ☐ Level 1 ☐ Level 2

Add

Additional Criteria Chosen:

☐ Strikethrough: Yes ☐ Highlighter: No

Remove All Remove Selected

Additional Filters

Grade: None selected Students Added to School Since: 01 day


Search Students







SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Add Roster



Preparing for Testing

-  Users
-  Test Settings and Tools
-  Students
-  Rosters
 - Add Roster**
 - View/Edit/Export Roster
 - Upload Rosters

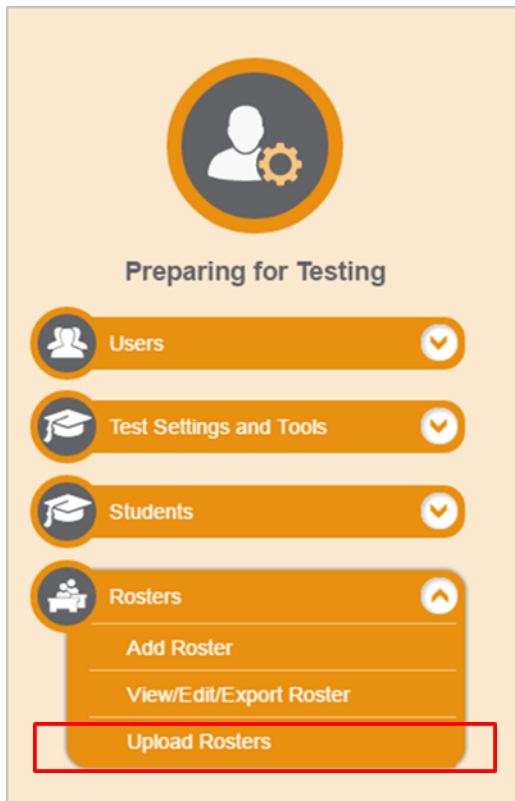
Available Students (8)					Students in Roster (4)				
<input type="checkbox"/>	Grade 3	Washington, George	9990009010	+	<input type="checkbox"/>	Grade 3	Doe, Jane	9990009012	×
<input type="checkbox"/>	Grade 3	Adams, John	9990009019	+	<input type="checkbox"/>	Grade 3	Doe, John	9990009011	×
<input type="checkbox"/>	Grade 3	Jefferson, Thomas	9990009018	+	<input type="checkbox"/>	Grade 3	Doe, Janet	9990009009	×
<input type="checkbox"/>	Grade 3	Madison, James	9990009017	+	<input type="checkbox"/>	Grade 3	Doe, Jake	99900090...	×
<input type="checkbox"/>	Grade 3	Monroe, James	9990009016	+					
<input type="checkbox"/>	Grade 3	Jackson, Andrew	9990009015	+					
<input type="checkbox"/>	Grade 3	Harrison, William	9990009014	+					
<input type="checkbox"/>	Grade 3	Taylor, Zachary	99900090...	+					
Add All					Add Selected				
					Remove All				
					Remove Selected				



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Upload Rosters



Preparing for Testing

- Users
- Test Settings and Tools
- Students
- Rosters
 - Add Roster
 - View/Edit/Export Roster
 - Upload Rosters

Upload Roster

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Templates](#)

i Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

Choose File [Browse](#)

Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
RosterNames.xlsx	12/10/2015 11:25 AM	Processed	Download (125)	N/A	Download
DistrictRoster.xlsx	12/11/2015 01:40 PM	Processed	Download (94)	N/A	Download

[Next](#)



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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View/Edit/Export Rosters



Preparing for Testing

- Users
- Test Settings and Tools
- Students
- Rosters
 - Add Roster
 - View/Edit/Export Roster**
 - Upload Rosters

View/Edit/Export Roster

Use this page to view, edit, or export rosters. [more info](#)

Search for Rosters to Edit

*District: Waterhaven District

*School: Reflection Academy

Search



Note: You may only print 10 rosters at a time.

Number of rosters found: 8

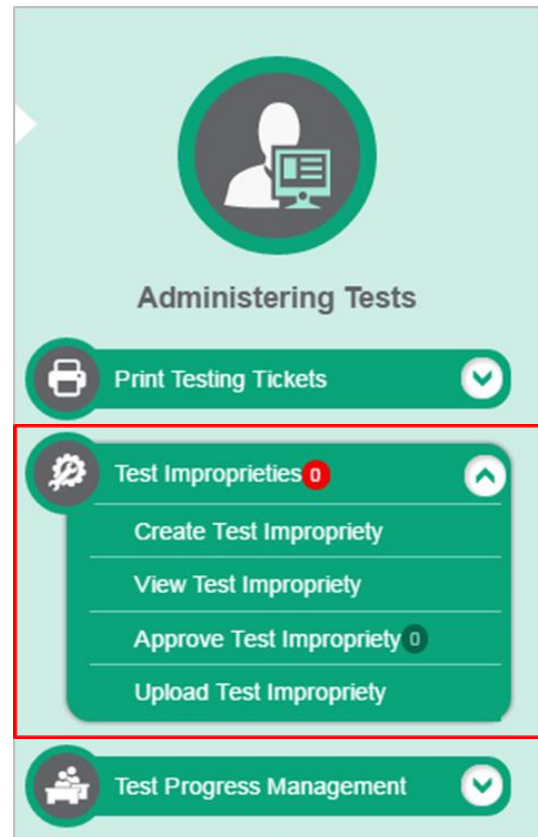
<input type="checkbox"/>	Edit	Roster Name	Subject	Grades in Roster	Number of Students
<input checked="" type="checkbox"/>		Smith, B - Reading	Reading	3	19
<input type="checkbox"/>		Garcia, M - Math	Math	3	30
<input type="checkbox"/>		Brown, C - Science	Science	3	24



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Test Improperities



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Status of Test Improproprieties

Impropropriety Request Status	Description of Status
Error Occurred	An error occurred while the impropriety request was being processed.
Pending Approval	Impropropriety request is pending approval.
Processed	Impropropriety request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the impropriety request.
Rejected by System	Test Delivery System was unable to process the impropriety request.
Requires Resubmission	Impropropriety request must be resubmitted.
Retracted	Originator retracted the impropriety request.
Submitted for Processing	Impropropriety request submitted to Test Delivery System for processing.
Resolved	Impropropriety was resolved.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Creating a Test Impropriety

Create Test Impropriety

i Use this page to create invalidation requests. [more info -](#)

- Select the type of request you want to create and enter search criteria.
- Click **Search**.
- Mark checkboxes for the result IDs for which you want to create a request.
- Click **Create** and enter a reason.

Select Request Type and Search

*Request Type: ☐ Invalidate a test ?

*Search Student By:

☐ Reset a test ?

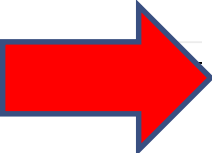
☐ Re-open a test ?

☐ Grace period extension ?

☐ Restore a test that was reset ?

☐ Re-open test segment ?

Search



Number of records found: 9

<input checked="" type="checkbox"/>	Request Type	School IRN	ResultID	EDUID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test
<input checked="" type="checkbox"/>	Invalidate a test	9999_9999	50703	900106067	Scott	Ninu	1	reported	1/10/2017 2:42:32 PM	1/10/2017 2:56:27 PM	Grade 7 ISAT Science
<input checked="" type="checkbox"/>	Invalidate a test	9999_9999	50701	900106059	demofirst	demolast	1	reported	1/10/2017 2:40:20 PM	1/10/2017 2:56:27 PM	Grade 7 ISAT Science
<input checked="" type="checkbox"/>	Invalidate a test	9999_9999	50697	900105983	Fi	La	1	reported	1/10/2017 1:41:31 PM	1/10/2017 2:06:50 PM	Grade 3 Math Alternate Assessment



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Creating a Test Impropriety

- Columns in the Test Improperities Upload File
 - **Type of Test Impropriety:** Invalidate a test, Reset a test, Re-open a test, Re-open a test segment, Restore a test that was reset, and Grace Period Extension.
 - **Search Type:** EDUID, Result ID, and Session ID.
 - **Search Value:** Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
 - **Reason for creating a Test Impropriety:** Up to 1,000 alphanumeric characters.

[Print Testing Tickets](#) [Test Improperities](#) [Test Progress Management](#)

Upload Test Impropriety

1. Upload 2. Preview 3. Validate 4. Commit 5. Confirmation

Download Templates

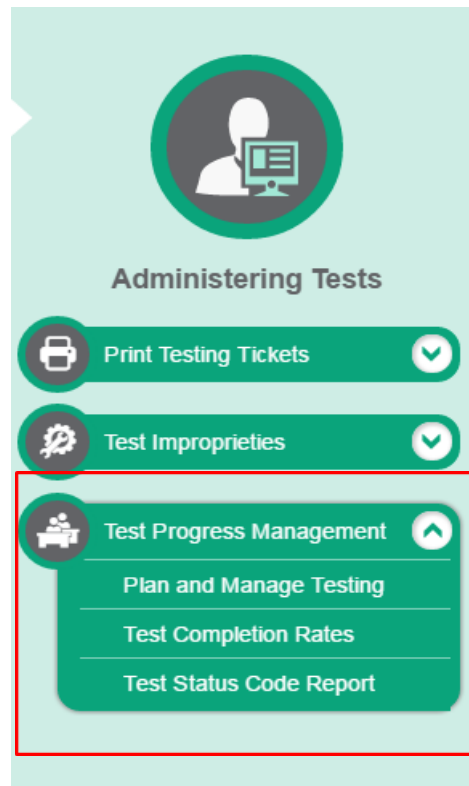
i Use this page to upload a file of invalidation requests. [more info](#)

Step 1: Upload File

Next

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Invalidate a Test			


Test Progress Management



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Plan and Manage Testing



Administering Tests

- Print Testing Tickets
- Test Improperities
- Test Progress Management
- Plan and Manage Testing**
- Test Completion Rates
- Test Status Code Report

Plan and Manage Testing

Use this page to view students' current testing information. [more info](#)

Report Criteria

Step 1: Choose What

Test: Enrolled Grade:
Administration: Test Settings:
Test Name:

Step 2: Choose Who

District:
School:
Personnel:

Step 3: Get Specific

☐ Students who have opportunity in the selected administration

☐ Students on their opportunity in the selected administration, and have a status of


☐ Students whose most recent sessionID **Session ID (optional)** between and



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Plan and Manage Testing





Administering Tests

- Print Testing Tickets
- Test Improperities
- Test Progress Management
- Plan and Manage Testing**
- Test Completion Rates
- Test Status Code Report

Plan and Manage Testing


Use this page to view students' current testing information. [more info](#)

+ Report Criteria

Number of records found: 2

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language	Oppor
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU	1
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU	1





SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Plan and Manage Testing

- Which students have not yet tested?

☐ Students who opportunity in the selected administration

- Which students have paused tests?

☐ Students on their opportunity in the selected administration, and have a status of

- Did all the students in a test session submit their tests?


☐ Students whose most recent was between and





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Test Completion Rates




Administering Tests

 Print Testing Tickets 

 Test Improperities 


 Test Progress Management 

Plan and Manage Testing

 Test Completion Rates

Test Status Code Report

Test Completion Rates

 Use this page to view test completion rates. [more info](#)

Report Criteria

Report: - Select -



School: - Select -

District: Waterhaven District

Test Name: - Select -

Generate Report

Export Report

Number of records found: 2


Date	Test Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
02/08/2016	Grade 1 ELPA21 All Domains	1	7842	0	0	0.00%	0.00%
02/08/2016	Grade 1 ELPA21 Listening	03	31	0	0	0.00%	0.00%



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Test Status Code Report



Administering Tests

- Print Testing Tickets
- Test Improperities
- Test Progress Management
 - Plan and Manage Testing
 - Test Completion Rates
 - State Participation Counts
 - Test Status Code Report**

Test Status Code Report

Use this page to view students' test statuses and special codes. [more info](#)

Report Criteria

Test: Smarter ICA

Administration: 2016-2017

Generate Report

Export Report



Number of records found: 2

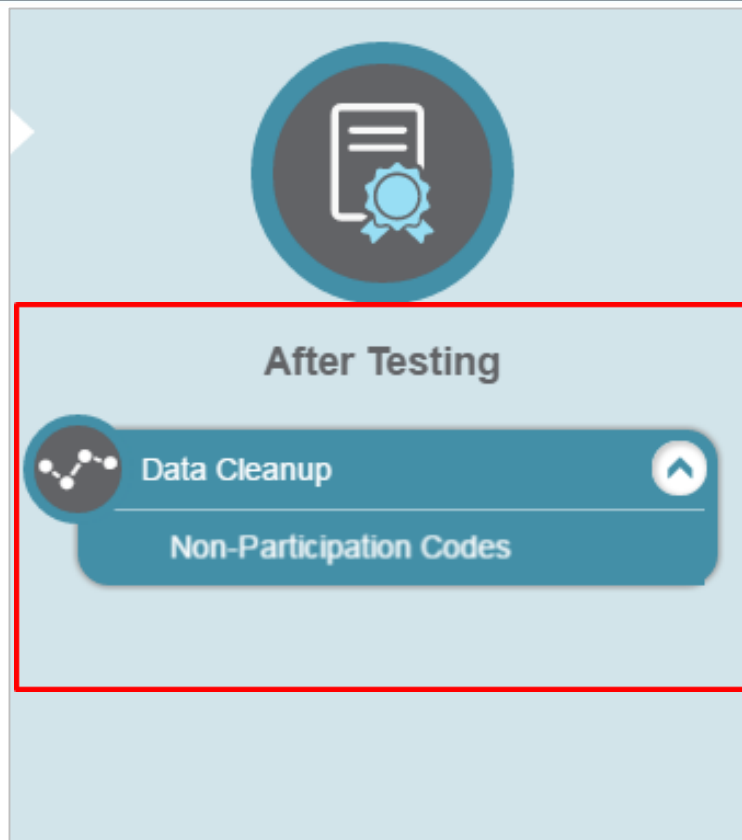
Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Data Cleanup



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Non-Participation Codes

- A non-participation event occurs when a student does not take a test as scheduled.
- You assign a code to explain the non-participation.
- Non-participation codes persist until they are changed.
- Types of non-participation codes:
 - Absent
 - New Non-English Proficient
 - Refusal – Student
 - Refusal – Parent
 - Medical
 - Withdrawn
 - Invalidated



Non-Participation Codes



After Testing



Data Cleanup

Non-Participation Codes

Data Cleanup ▾

Non-Participation Codes

i Use this page to enter codes explaining a student's non-participation. [more info ▾](#)

Search Students

*District: Demo district 9999 - 9999 ▾

*School: All Schools ▾

EDUID:

Student's Last Name:

Student's First Name:

Grade: - Select - ▾

+ Advanced Search

Search



Move to Other School

Note: We are only displaying the top 1000 records here.

Number of Students found: 1000

Enter search terms to filter search results


<input type="checkbox"/>	Edit	District ▾	School IRN ▾	EDUID ▾	Student's Last Name ▾	Student's First Name ▾	Middle Name ▾	Gender ▾	Birth Date (MMDDYYYY) ▾	Grade ▾
<input type="checkbox"/>		9999	9999_9998	99996701	Jackson	Cynthia	K	Female	08081998	03
<input type="checkbox"/>		9999	9999_9998	99996702	Presley	Marlon	K	Male	08081998	04



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Non-Participation Codes



After Testing

Data Cleanup

Non-Participation Codes

Edit Non-Participation Codes

Use this form to add or modify a student's non-participation codes. [more info](#)

[Save](#) [Cancel](#)

Student Information

District:	9999 - Demo district 9999	Middle Name:	demomiddle
School:	9999_9998 - Demo inst 9998	Gender:	M
EDUID:	900105649	Birth Date (MMDDYYYY):	01012001
Student's Last Name:	demolast	Grade:	04
Student's First Name:	demofirst		

Special Codes

Special Codes

Grade 4 ELA Summative CAT:	<input type="text" value="Absent"/>
Grade 4 Math Summative CAT:	<input type="text" value="Absent"/>

[Save](#) [Cancel](#)



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Further Information

- If you have general questions or need further information visit the ISAT portal or consult the ISAT Help Desk for assistance.
- ISAT Portal: <http://idaho.portal.airast.org/>
- ISAT Help Desk Contact Information:
 - Customer Support Email: IDHelpDesk@air.org
 - Customer Support Phone: 1-844-560-7365
 - Hours of Operation: Monday – Friday 8:00 am to 8:00 pm MT
- SDE contact information for implementation or policy guidance:
 - Nancy Thomas Price: 208-332-6988
 - Heidi Arrate: 208-332-6909

